

Historic, Archive Document

Do not assume content reflects current scientific knowledge, policies, or practices.

Revised
1.9422
A2P942

: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington 25, D.C.
:
: NUMBER 218 March 13, 1950

PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

NOTICES

Attention has been called to the incorrect address for the Cotton Laboratory in New Mexico which is shown in the Directory of PMA Field Offices and the Map, released at the PMA National Conference, as located at Mesilla, New Mexico. Mail intended for this laboratory should be addressed as follows:

U. S. Cotton Ginning Branch Laboratory
P. O. Box 142
Mesilla Park, New Mexico.

NEW AND REVISED INSTRUCTIONS

101.8
3-2-50
REVISED

ATTENDANCE AT MEETINGS OUTSIDE THE DEPARTMENT: This instruction has been revised to provide that requests for authorization to attend meetings outside the Department, which required the authorization of the Administrator's Office, be routed through the Administrative Officer, Office of the Administrator, in order that he may control and expedite the obtaining of final approval, and maintain records required of the Administrator. The revision provides that security clearance of persons attending international meetings will be obtained. Other revisions were made to reflect organizational changes. DISTRIBUTION: A, B (Distributed Separately)

204.2
3-1-50

FORGED ENDORSEMENTS OF NEGOTIABLE INSTRUMENTS DRAWN ON COMMODITY CREDIT CORPORATION: This instruction establishes a uniform system for handling cases of forged endorsements of CCC sight drafts and checks other than those drawn on the Treasurer of the United States. DISTRIBUTION: A (Distributed Separately)

FORMS MANUAL INSERTIONS

FORM
PMA - 77

CONTRACT TERMINATION RECORD: Remove from Manual. The use of this form was required by PMA 129.3 which has been declared obsolete.

PMA-164

REQUEST FOR APPROVAL OF VETERAN TRAINING: After "Procedure Covering Use": change reference to 354.3.

PMA-165

EMPLOYEE PROGRESS REPORT: After "Procedure Covering Use": change reference to 354.3 and 354.4 .

PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

FORMS MANUAL INSERTIONS (CONT'D)

PMA-213 MONTHLY REPORT OF PERSONNEL - Remove from Manual.
This form is prepared by the Office of Personnel
Services and four of the PMA Commodity Offices
exclusively and it does not have general applicability.

AD-139 FINAL SALARY PAYMENT REPORT - After "Procedure Cover-
ing Use:" change reference to 261.3, 306.1 and
312.1.

AD-546 NOTICE OF PERSONNEL CEILING ALLOTMENT - After "Procedure
Covering Use:" change reference to 137.1.

SF-51 REPORT OF EFFICIENCY RATING - After "Procedure Covering
Use:" change reference to 341.1 and 341.2.

* * *

